

## City of Columbus

### Process Outline for Expedited Type 2 Annexations



*This document outlines the steps involved in annexing territory to the City of Columbus using the type 2 expedited process outlined in the Ohio Revised Code (ORC) chapter 709. While this is the most commonly used process for annexation, other alternatives are outlined in the ORC. The steps included in this outline are focused on the requirements of the city itself. Additional steps are required by the county of jurisdiction in accordance with the ORC 709. **Applicants must contact the appropriate county for information regarding additional process requirements and alternative annexation types.***

---

#### **Phase One –Pre Filing**

*While annexations are filed with the county of jurisdiction, a number of steps are necessary prior to formal filing in order to adhere to timeframes set in the Ohio Revised Code and to allow adequate consideration by the city.*

1. Applicant contacts City Annexation Coordinator:

Lori Baudro, AICP, Project Coordinator  
Planning Division  
Development Department  
109 North Front Street  
Columbus, OH 43215  
(614) 645-6986  
[lsbaudro@columbus.gov](mailto:lsbaudro@columbus.gov)

2. Important Things to consider (list is not intended to be exhaustive):

- Contiguity – at least 5% of perimeter must be contiguous to city.
- Utility service – are utilities available?
  - Doug Wilson, Water Division (645-2645)
  - Chad Holtzapel, Sewerage and Drainage (645-6315)
- School district status – this changes in many cases. Columbus Public Schools Contact: Frank Habeker – 365-5664
- Property Tax implications –vary depending upon the type of annexation sought. Contact Vince Janlin of the Franklin County Auditor for property tax information (462-6637)
- City Income Tax – Contact the Columbus Income Tax Division (645-7370) for information about local income taxes.

- Development policy issues – City plans and initiatives. City Annexation Coordinator can provide information regarding these issues.
  - Is the site within a Pay-As-We-Grow (PAWG) or other special policy area? This may trigger other requirements. These areas are generally outside I-270. Contact PAWG coordinator David Hull at 645-6330.
  - Zoning Status – All territory annexed to the City is placed in the Rural zoning classification. Columbus allows for one rezoning application at no cost, to a district determined by the city to be comparable with the current township/county zoning. The application must be filed within 30 days of the effective date of the City's acceptance of the annexation. Call Building Services Division at 645-8637 to obtain more information.
3. Applicant contacts the Transportation Division's Annexation Coordinator. This division reviews and approves the legal description and annexation plat map. This may require the applicant to obtain professional services. Transportation Division Annexation Coordinator:

Adugna Woldemariam  
 Transportation Division  
 Public Service Department  
 109 North Front Street  
 Columbus, OH 43215  
 (614) 645-2498  
[awoldemariam@columbus.gov](mailto:awoldemariam@columbus.gov)

4. The Transportation Division works with Franklin County Engineer's office to resolve any necessary right-of-way questions associated with the proposed annexation.
5. After approval of the parcel map and legal description by the Transportation Division, the applicant provides the City Annexation Coordinator with:
- Completed City Annexation Application (will be provided by coordinator)
  - Principle Parties list in Word format – this includes the name of the applicant, attorney/agent, and developer if applicable.
  - Plat map in TIFF or JPEG format
  - Legal Description in Word

**NOTE: An application is not considered complete and will not be processed (assigned a case number & circulated for review) until all of the bulleted items listed above have been received in the formats requested.**

6. City Annexation Coordinator assigns a case number and distributes the information provided in step 5 to city divisions for a service response – typically within a three week period.
7. City Annexation Coordinator sends applicant a form for use by the Fire Division. Applicants should contact Lt. Arthur Wiley of the Fire Division for assistance with this form. Lt. Wiley can be reached at (614) 645-6422.
8. After responses are gathered, City Annexation Coordinator prepares a Service Ordinance

**Note: Service Ordinance is not submitted until applicant has filed with Franklin County.**

## **PHASE TWO – FILING**

9. The City Annexation Coordinator provides the applicant with a tentative timetable for City Council consideration. *(Note: This step is important because the ORC requires that the county where an annexation application is filed receive a service statement from the applicable municipality within 20 days of the filing. For this reason all city Service Ordinances are filed as emergency legislation, waiving a second reading and the 30-day clause.)*
10. The applicant files an annexation application with the applicable county. A hearing date is set before the County Commissioners. To file an annexation with Franklin County, contact:

Lee Brown, Planning Administrator  
Franklin County Planning and Economic Development Department  
280 East Broad Street, Suite 202  
Columbus, OH 43215  
(614) 462-3095

11. City Annexation Coordinator (or other staff member) submits the Service Ordinance along with the Legal Description, Map and Principle Parties documents as attachments.
12. The Development Director approves the legislation and it is submitted to the City Clerk for scheduling.
13. City Council approves Service Ordinance. **Passage of the service ordinance does not obligate the city to later accept the annexation.**
14. Applicant obtains and provides a certified copy of the legislation to the county (typically available from the City Clerk by the Thursday after Council meets). This is then provided – by the applicant – to the county in response to the ORC requirement for provision of a service statement within 21 days of the annexation application filing. City Council staff contact for annexations:

Monique Goins  
City Clerk's Office  
90 West Broad Street, 2<sup>nd</sup> Floor  
Columbus, OH 43215  
(614) 645-0845

Or send an email to: [CityClerkRequests@columbus.gov](mailto:CityClerkRequests@columbus.gov)

15. County Commissioners consider the annexation at a public hearing.
16. A record of the commissioner's action is sent to the City Clerk.
17. The ORC requires that the City wait a minimum of 60 days, but no more than 180 days to accept an annexation approved by the County.
18. City Annexation Coordinator (or other staff member) submits the Acceptance Ordinance along the Service Statement (one page summary of service ordinance), Map and Principle Parties documents as attachments.
19. The Development Director approves the legislation and it is then submitted to the City Attorney for review and approval and City Clerk for scheduling.
20. City Council approves Acceptance Ordinance as 30 day legislation. This may be accompanied by a pre-annexation agreement in the case of Pay As We Grow or Big Darby policy areas.

21. Annexation is recorded by the City Clerk's office with the County Auditor and Board of Elections. See step 14 for contact information.
22. Annexation site is recorded by Transportation Division as a part of the City corporate limits.